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**TO:** All Humboldt County Workforce Innovation and Opportunity Act (WIOA) Staff, Subrecipients and Service Providers

**FROM:** Humboldt County Workforce Development Board

**EFFECTIVE:** 01/16/2020

**SUBJECT:** Incentives for WIOA Youth Program

**REFERENCES:** 20 CFR § 681.640; and  
2 CFR Part 200

**PURPOSE:**

The purpose of this policy is to define provision of incentives to reward youth who are enrolled in the WIOA Title I program.

**DEFINITIONS:**

**Incentive payment** – Monetary payment given to a WIOA Youth participant for successful participation and achievement of expected outcomes as defined in the Individual Service Strategy (ISS) upon completion of established benchmarks or upon final program completion. Incentives may be used to retain youth in a program and must be tied to training, education, or work readiness.

**POLICY:**

Incentives are intended to be used to encourage and motivate WIOA Youth to reach specific goals and obtain positive outcomes. When they are tied to WIOA Youth program elements, they must be utilized for the purpose of WIOA performance outcomes.

Incentives are not entitlements and are subject to availability of WIOA Youth funds.

If incentives are used as a supportive service, such awards must be allowable, reasonable and necessary for the participant's success in the program. They must comply with the Humboldt County Workforce Development Board's Supportive Services Policy, dated January 18, 2018.

The WIOA Youth Programs have the option of including Incentives in their program budget, if they deem this is an appropriate option for their participants. A statement of incentives and a line items in the budget will be a requirement of WIOA Youth Program contracts beginning in 2020. Awards must conform to WIOA guidelines and guidelines within this policy.

**Humboldt County Workforce Development Board**

No more than \$300 per program year, per participant, may be provided for incentives for any one participant. Exceptions to this maximum allotment require the prior approval of the Executive Director of the Humboldt County Workforce Development Board.

Incentives are to be carefully distinguished from supportive services, tuition, and other similar needs-related payments; and any allotment for incentives is exclusive of these services.

Incentive payments must be scheduled and documented in each Youth participant's ISS within CalJOBS.

Incentive payments must not include gift cards for movie theatres, entertainment events or other venues whose sole purpose is entertainment.

**FORM(S):** None

**INQUIRIES:**

Any questions regarding this policy may be directed to the Workforce Development Board Director at 707-445-7745.

Humboldt County Workforce Development Board Approval Required?  Yes  No